MINUTES

**Kentucky Community and Technical College System
Board of Regents
June 30, 2000**

Board Members Present:
Ms. Martha C. Johnson, Chair
Ms. Cynthia L. Read, Vice Chair   Dr. John F. "Jack" Hanel
Mr. Bobby W. McCool, Secretary   Ms. Lorna D. Littrell
Mr. Richard A. Bean   Mr. Mark A. Powell
Mr. William E. Beasley   Mr. Gary Thomas "Tom" Underwood
Ms. Cynthia E. "Cindy" Fiorella   Dr. Joseph B. Wise, III

Board Members Absent:
Mr. John R. Banks, Jr.
Ms. Gladys F. Hoskins

CALL TO ORDER   Chair Johnson called to order the meeting of the Kentucky Community
                                and Technical College System Board of Regents at 8:00 a.m., June 30,
                                2000, in the Appalachian Center Exhibit Hall at Southeast Community
                                College in Cumberland. She announced that the press was notified
                                about the meeting on June 26, 2000, and that Carolyn O'Daniel would
                                serve as parliamentarian.

MEETING HOSTS   On behalf of the Board, Chair Johnson thanked Dr. Bruce Ayers and
                                his staff at Southeast Community College for their hospitality and
                                assistance during the Board's visit. She introduced and welcomed
                                Reecie Stagnolia and F. N. Hazen, members of the Board of Directors
                                for Southeast Community College.

                                Chair Johnson thanked the following sponsors for the Board's
                                reception and dinner:

                                Bank of Harland   Bank of Whitesburg
                                Community Trust Bank   First State Bank
                                HNBank   Middlesboro Federal Bank

                                Bell County Chamber of Commerce
                                Cumberland Tourist and Convention Commission
                                Harlan County Chamber of Commerce
                                Harlan Tourist and Convention Commission
                                Southeast Education Foundation

Tri-City Chamber of Commerce
Whitesburg Education Foundation

Mr. Bean expressed appreciation to Dr. Ayers for the tour that the college arranged for Board members' spouses.

COLLEGE PRESENTATION

Dr. Ayers thanked the Board for meeting at Southeast Community College and said that this was the first time that the college's governing board had come to Cumberland. Dr. Ayers showed a brief video highlighting the college and what it means to the region. The college was founded in 1960 with 260 students enrolled. The college now has three campuses—Whitesburg, Middlesboro, and Cumberland—and more than 2,400 students.

AGENDA CHANGE

By unanimous consent, the report of the Finance, Administration, and Technology Committee was moved to follow the consolidation proposals.

APPROVAL OF MINUTES

MOTION: Mr. Underwood moved that the Board approve the minutes of the April 28, 2000, meeting. Ms. Littrell seconded the motion.

VOTE: The motion passed unanimously.

PRESIDENT'S REPORT

Dr. McCall presented the following highlights from his written report that was distributed to Board members:

Cisco Systems, Inc., Partnership Announcement – KCTCS and Cisco have established 11 regional academies and 31 local academies to train Kentuckians to serve as computer network administrators. The announcement of this partnership has generated much interest and extensive media coverage throughout the state.

AACC/Microsoft Working Connections Project Update – KCTCS has received $5.5 million (retail value) for software to support the activities of this project.

Ready-to-Work Update – The Cabinet for Families and Children has renewed a $2.1 million statewide project with KCTCS to serve Kentucky Transitional Assistance Program recipients in fiscal year 2001.

Empower Kentucky Project Partnership – KCTCS and the Governor's EMPOWER Kentucky Project Office signed a memorandum of agreement for the 2000-2001 fiscal year. The agreement names KCTCS as the primary provider for EMPOWER Kentucky training in

the coming year. Funding in the amount of $650,000 is available for KCTCS to support training.

Project Unity – Project Unity reached a significant milestone on June 1, 2000, with the successful live implementation of the KCTCS Student System at two colleges, Hopkinsville Community College and Cumberland Valley Technical College. The system includes the functions of registration, tuition calculation, student schedules, student billing, grading, and transcripts. By the beginning of August 2000, all colleges will be using the KCTCS Student System exclusively, and all legacy student systems will be retired. The only remaining component of the Student System yet to be implemented is the financial aid processing software, which will be implemented in 2001.

Leadership Update – The presidential search at Prestonsburg Community College drew a strong pool of candidates, and a system-level screening committee has narrowed the list to eight semi-finalists.

J. Kenneth Walker was appointed Vice President effective June 1, 2000, with primary responsibilities in the areas of finance and facilities. Dr. Jon Hesseldenz was appointed Vice President effective May 15, 2000, with primary responsibilities in the information technology area.   Dr. Gosnell is recovering from surgery and plans to return to work in August.   Jim Byford is providing leadership in internal affairs while Dr. Gosnell is on medical leave.

Enrollment Management Update – The colleges are preparing their 90-day action plans for the fall 2000 enrollment campaign, and a healthy enrollment increase is anticipated for the fall semester. The colleges are organized into 16 college districts for more effective project management.

KCTCS Faculty Senate Development Update – An RSVP team is working to develop a plan and timetable for instituting an inclusive, efficient and effective KCTCS faculty senate structure.

KCTCS Policy Manual – The *Policy Manual* is almost complete and will be distributed to the colleges in July.

Community College Boards of Directors – Senate Bill 259 that becomes effective in July adds a staff representative to each community college board of directors, and administrative policies and procedures are in place for the colleges to conduct their elections.

CHAIR'S
REPORT

Chair Johnson read the following resolution honoring Gary Thomas "Tom" Underwood:

WHEREAS, Tom Underwood has served as a Student Member of the Board of Regents of the Kentucky Community and Technical College System for the 1999-2000 academic year; and

WHEREAS, Tom Underwood has demonstrated his leadership abilities through his service to the Board and by articulating important issues and concerns affecting all KCTCS students; and

WHEREAS, Tom Underwood has served the Kentucky Community and Technical College System and has performed his duties as prescribed by the *Kentucky Revised Statutes* and policies and *Bylaws of the Board of Regents*;

NOW, THEREFORE, BE IT RESOLVED by the Kentucky Community and Technical College System Board of Regents that Tom Underwood be and hereby is commended for his time, energy, and dedication as a Student Member of the Board of Regents of the Kentucky Community and Technical College System, and that the Board extends its best wishes for continued success to Mr. Underwood in his future endeavors.

MOTION: Mr. Beasley moved that the Board adopt the *Resolution.* Mr. Bean seconded the motion.

VOTE: The motion passed unanimously.

Mr. Underwood expressed his appreciation to the Board, Dr. McCall, and System staff for their support and assistance during his term as Student Regent.

Other highlights of Chair Johnson's report follow:

Appointed Board Members - Lorna Littrell has been re-appointed by Governor Patton for a six-year term. Ms. Littrell is co-owner of Sunrise Tool and Die Company in Henderson.

Elected Board Members - The elections for faculty and staff representatives to the Board are complete, and the new three-year terms begin in October. Jack Hanel, faculty member at Jefferson Community College, was re-elected to represent the community college faculty. Penny Logsdon, a faculty member at Elizabethtown Technical College, was elected to represent the technical college faculty. Mark Powell, Student Information Systems Coordinator at Bowling Green Technical College, was re-elected to represent the technical college staff. Cindy Fiorella, Director of the Center for Community and Economic Development at Owensboro Community College, was re-elected to represent community college staff.

Tammy Stamper has resigned as Student Regent elect for the community colleges due to a family illness and relocation to Texas. An election will be held in September to determine the community colleges' student representative to the Board. The Student Regent elect for the technical colleges is Donald Shuck, Jr., a student at Jefferson Technical College.

Update from CPE Meeting - The Council on Postsecondary Education met at Central Kentucky Technical College on May 22. At that meeting, the Council approved AAT degree programs for eight KCTCS technical colleges. With the approval of those programs, all of the technical colleges now offer associate degree programs.

Foundation Board Meeting – The Foundation Board of Directors elected Terry S. Jacobs as its newest member on May 9. Mr. Jacobs is Chairman and CEO of Regent Communications in Covington. The Foundation Board plans to appoint four additional members soon.

In closing, Chair Johnson expressed her appreciation to the Board members for their 100 percent participation as donors to the *KCTCS Foundation.*

EXECUTIVE COMMITTEE REPORT

Ms. Read presented the Committee's report to the Board.

Revised Mission Statement for Hazard CC

RECOMMENDATION: That the Board adopt a revised mission statement for Hazard Community College.

Part of the Southern Association of Colleges and Schools' (SACS) accreditation criteria is that colleges have mission statements that have been approved by their governing boards. The Board approved all of the community colleges' mission statements in April 1999.

As Hazard Community College (HCC) prepared for its SACS re-accreditation visit, the faculty and staff reviewed the college's mission statement within the framework of KCTCS. That internal review resulted in a revised mission statement that aligns with the new System, and the college's Board of Directors endorsed the revised statement in March. The revised mission statement as submitted by HCC reads as follows:

> Hazard Community College provides high quality instruction and training primarily to the citizens of the Kentucky River Region of Southeastern Kentucky. The College is committed to providing programs and services that reflect the needs of the region and are designed to provide participants with a

broad set of experiences. These experiences will include preparation for transfer to other colleges and universities; technical education and career development; entrepreneurial, economic, cultural and leadership opportunities; and, collaborative efforts with other schools and institutions, especially Hazard Technical College.

Hazard Community College carries out its mission in an atmosphere which values excellence in teaching and lifelong learning, the highest regard for ethics and the dignity of work, the heritage of Appalachia, and a shared appreciation for cultural diversity.

MOTION: On behalf of the Executive Committee, Ms. Read moved that the Board approve the recommendation. Ms. Littrell seconded the motion.

VOTE: The motion passed unanimously.

Naming the Appalachian Center at Southeast CC

RECOMMENDATION: That the Board approve the naming of the Appalachian Center on the Cumberland Campus of Southeast Community College the *Edsel T. Godbey Appalachian Center.*

Ms. Read asked Timothy Burcham, Senior Executive Assistant to the President, to present the naming proposal. Mr. Burcham explained that Dr. Godbey was the founding president of Southeast Community College (SECC), and he recently made a commitment to the college through a charitable remainder annuity unitrust valued at $635,000. The proceeds of that trust will be used to support the programs and services of the Appalachian Center. In addition to his own personal giving, Dr. Godbey was primarily responsible for the college securing an endowment challenge grant through Title III for $500,000 and another Title III grant in the amount of $610,506. The $500,000 endowment challenge fund, when combined with the dollars raised to match it, now totals more than $1.6 million. The college's Board of Directors recently voted unanimously to recommend to the Board of Regents that the Center be named in honor of Dr. Godbey.

MOTION: On behalf of the Executive Committee, Ms. Read moved that the Board approve the recommendation. Ms. Fiorella seconded the motion.

VOTE: The motion passed unanimously.

Board Calendar for 2001

RECOMMENDATION: That the Board adopt the following meeting calendar for 2001:

February 22-23, 2001
April 26-27, 2001

June 28-29, 2001
September 27-28, 2001
November 29-30, 2001

MOTION: On behalf of the Executive Committee, Ms. Read moved that the Board approve the recommendation. Ms. Littrell seconded the motion.

Chair Johnson said that she had not received any suggestions for changes since the proposed dates were presented in April.

VOTE: The motion passed unanimously.

Appointment of KCTCS Treasurer

RECOMMENDATION: That the Board appoint J. Kenneth Walker as Treasurer of the Kentucky Community and Technical College System.

The Board's *Bylaws* specify that the Board appoint a Treasurer who is not a member of the Board, pursuant to KRS 164.330. When Sandy Gubser, KCTCS Vice President and Treasurer, retired in December 1999, interim Vice President Jim Byford was appointed Treasurer. As Mr. Walker has joined the President's leadership team as Vice President with primary responsibilities for finance and facilities, he is the appropriate person to serve as Treasurer.

MOTION: On behalf of the Executive Committee, Ms. Read moved that the Board approve the recommendation. Mr. Beasley seconded the motion.

VOTE: The motion passed unanimously.

Ms. Read expressed appreciation to Mr. Byford for serving as Treasurer during his appointment as Interim Vice President.

Policy on Private Fund Raising

Ms. Read reported that the proposed policy is one of the policies called for in the comprehensive resource development program that the Board endorsed in December 1998. The proposed policy will help with the coordination of fund raising. It covers several areas, including the legal authority to accept gifts, the solicitation of major gifts, definition of a major gift, accounting for and reporting of gifts, recognition of donors, and ethical fund raising practices. The policy contains a section on "criteria for the acceptance of gifts" that should ensure that gifts accepted will be beneficial to KCTCS and will assist the System in meeting its goals.

	The proposed policy will be presented to the Board for action at its September meeting.
EXECUTIVE SESSION	Mr. Powell moved that the Board go into executive session pursuant to KRS 61.810 (1) (c) – Proposed or Pending Litigation and KRS 61.810 (1) (f) – Individual Personnel Matters. Dr. Wise seconded the motion.
	VOTE: The motion passed unanimously, and the Board went into executive session at 9:05 a.m.
OPEN SESSION	The Board reconvened in open session at 9:20 a.m., and Chair Johnson announced that there was one action item as a result of the executive session.
	MOTION: Mr. Bean moved that in recognition of the excellent annual review Dr. McCall received in January the Board increase his salary by 5 percent in the up-coming budget year and make a 10 percent contribution of his 1999-2000 base salary to his retirement account. Mr. Underwood seconded the motion.
	VOTE: The motion passed unanimously.
	Dr. McCall expressed his appreciation and thanks to the Board.
ACADEMIC COMMITTEE REPORT	Dr. Hanel presented the Committee's report to the Board.
	All programs submitted for review were proposed for implementation in fall 2000.
AAS Degree Programs	RECOMMENDATION: That the Board approve the AAS degree programs listed below:

- AAS in Aviation Maintenance Technology, Somerset Technical College
- AAS in Fire/Rescue Science Technology for all Technical Colleges

Ashland Technical College	Laurel Technical College
Bowling Green Technical College	Madisonville Technical College
Central Kentucky Technical College	Mayo Technical College
Cumberland Valley Technical College	Northern KY Technical College
Elizabethtown Technical College	Owensboro Technical College
Hazard Technical College	Rowan Technical College
Jefferson Technical College	Somerset Technical College
West KY Technical College	

- AAS in Instrumentation and Process Control Technology, West Kentucky Technical College
- AAS in Network and Information Systems Technology, Hazard Community College and Owensboro Community College
- AAS in Respiratory Care Practitioner—Entry Level, Rowan Technical College and West Kentucky Technical College
- AAS in Surveying and Mapping Technology, Mayo Technical College

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board approve the recommendation, with the approval of the AAS in Network and Information Systems Technology for Hazard Community College contingent on the approval of the college's quantitative waiver request and the approval of the AAS in Fire/Rescue Science Technology contingent on the completion of the Council on Postsecondary Education's 45-day web-based review process. Mr. Beasley seconded the motion.

During the discussion, Keith Bird, Chancellor for the Technical Colleges, reported that in a few days the Kentucky Fire Commission would be moving under KCTCS. From the beginning of the time when Dr. McCall was appointed President, the Fire Commission began to look toward developing a new vision for fire science training in the Commonwealth. Legislation enabling that to happen became a reality. The AAS in Fire/Rescue Science will be the first content-specific degree program that is offered by all technical colleges and the first KCTCS program that is accredited by an international association--the International Association for Fire Science Programs. Community colleges may choose to offer the program also.

On behalf of Fire Commission Chairman Gerald Stewart, Bryant Stiles, Fire Rescue Training Regional Coordinator for Area 3, and Woodrow Will, Fire Rescue Training Regional Coordinator for Area 5, expressed appreciation to the Board for its support for the program. This program will touch every community and every citizen because their safety depends on a well-trained force.

VOTE: The motion passed unanimously.

AAT Degree Programs

RECOMMENDATION: That the Board approve the AAT degree programs listed below:

- AAT in Automotive Technology, Mayo Technical College
- AAT in Industrial Maintenance Technology, Northern Kentucky Technical College
- AAT in Machine Tool Technology, Mayo Technical College

- AAT in Medical Office Technology, Rowan Technical College
- AAT in Welding Technology, Mayo Technical College

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board approve the recommendation. Ms. Littrell seconded the motion.

VOTE: The motion passed unanimously.

Diploma in General Construction Technology – Mayo TC

RECOMMENDATION: That the Board approve a diploma program in General Construction Technology for Mayo Technical College.

Dr. Hanel reported that the Academic Committee did not approve the General Construction Technology program, but recommended that the college develop certificate programs in plumbing and masonry.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board recommend that Mayo Technical College move forward with the development of certificate programs in plumbing and masonry. Ms. Read seconded the motion.

VOTE: The motion passed unanimously.

Diploma in Industrial Maintenance Technology – Mayo TC

RECOMMENDATION: That the Board approve a diploma program in Industrial Maintenance Technology for Mayo Technical College.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board approve the recommendation. Dr. Wise seconded the motion.

VOTE: The motion passed unanimously.

Information Update

Dr. Hanel said that Committee members had asked the Chancellors to update them on the process CPE will use to determine if the Board's program approval authority will continue, change, or end on December 31, 2000. Dr. Newberry reported that he, Keith Bird, Carolyn O'Daniel, and Joan Lucas would be meeting with CPE staff to discuss this, and that CPE staff would then make a recommendation to the Council.

The Committee had asked how a Board change to a program proposal would be handled if the change occurred after the CPE 45-day web-based review process. Dr. Newberry reported that CPE staff indicated that significant structural changes would require that the program be placed on the web for another 45-day review period, but that minor changes would not require a second review.

Also, Dr. Newberry reported to the Academic Committee that CPE staff had conducted a productivity review of the universities' programs this year. The expectation for those programs was an average of 12 graduates for each of the last five years. KCTCS' review will begin this fall with the new definitions for "program completers" being used. The new definitions include ELMS (Early Leavers with Marketable Skills), transfer students, and the multiple exit points for a program.

The Committee had asked for information on part-time faculty pay, and Dr. Newberry reported that the KCTCS 2000-2001 budget recommendation included a rate of $475 per credit hour, which represents a $25 per-credit-hour increase over last year. This represents the third year that the System has increased the per-credit-hour pay rate for part-time instructors.

In closing his report, Dr. Hanel thanked the Academic Committee members for their diligent review of the many proposals submitted to the Committee. Chair Johnson suggested that a letter be sent to each part-time faculty member regarding KCTCS' efforts to make their compensation more competitive.

EEA COMMITTEE REPORT   Ms. Littrell presented the Committee's Report to the Board.

Quantitative Waiver for Hazard CC   RECOMMENDATION: That the Board adopt a resolution exercising its option for a quantitative waiver on behalf of Hazard Community College for the 2000 calendar year under the waiver provision of KRS 164.020, Section (18), as implemented through *Administrative Regulation 13 KAR 2:060.*

Ed Hughes, President of HCC, reported to the Committee that based on a recent review of the college's progress on its equal opportunity employment and affirmative action goals, the college now meets three of the four goals. The college meets the Kentucky resident African-American undergraduate enrollment goal, the employment of African-Americans in executive, administrative, and managerial positions goal, and the employment of African-Americans as faculty goal. The only goal the college does not meet is the employment of African-Americans as other professionals.

MOTION: On behalf of the Efficiency, Effectiveness, and Accountability Committee, Ms. Littrell moved that the Board approve the recommendation. Dr. Hanel seconded the motion.

VOTE: The motion passed unanimously.

Key Indicators	Analy Scorsone, Executive Director of Institutional Planning and Effectiveness for KCTCS, reported to the Committee on the progress of developing a process to measure key indicators. Four work groups—data collection, planning, technology, and accreditation—are in place, with all colleges represented. The facilitators from each group meet periodically to share their progress, and System staff attend all group meetings and serve as liaison with outside agencies. The planning group will ensure that KCTCS can provide answers to the following five questions posed by CPE: Are more students ready for college? Are more students enrolling in college? Are students advancing through the system? Are students prepared for life and work? Is Kentucky's economy benefiting?

Dr. Scorsone presented a draft of the KCTCS Institutional Effectiveness Model that was designed with input from the colleges in unison with System staff.

Workforce Investment Act	Dr. Scorsone presented the Committee with information on the performance measures for assessing the outcomes of the Workforce Investment Act (WIA). Kentucky's vision for the implementation of the Act is that training and services be universal, seamless, customer-focused and performance based. Kentucky will use a statewide one-stop system to deliver local services, and KCTCS is one of the agencies certified by the Workforce Investment Board to provide training and services. All postsecondary education institutions are automatically eligible to deliver services the first year, but they must meet specific performance measures in order to remain eligible in following years.

The measures that apply to all students in a technical program that is certified by the local Workforce Investment Act Board are rate of completion, entered employment rate, and wage at placement. KCTCS will gather data for those measures. Four other measures are Workforce Investment Act program specific, and the Office of Training and Re-employment will collect assessment data for those measures.

Ms. Littrell reported that the Committee learned that Dr. McCall is the Chair of the Workforce Investment Act Accountability Measures Committee, and he was able to shape some of the performance measures. Dr. McCall has talked with the Board about ELMS (Early Leavers with Marketable Skills), and this is now a part of the WIA performance measures and a national "buzz word."

Two Board members serve on Workforce Investment Boards--Ms. Littrell serves as Chair of the Green River Area Development District Workforce Investment Board and Dr. Wise serves on the Workforce Investment Board for the Louisville area.

COMMUNITY DRIVEN CONSOLIDATION EFFORTS

Dr. McCall reported that a number of the colleges are moving aggressively in response to the resolution on the consolidation of functions, services, and programs that the Board adopted in April 1999. Three college teams are at the third stage of the consolidation process, which includes presenting to the Board a proposed memorandum of agreement. Dr. McCall said that he and his Cabinet had reviewed the three proposed memoranda of agreement, and the Cabinet recommended some changes that have been made.

Prior to the Board meeting, the colleges provided each Board member with a comprehensive Stage III booklet that included background, community support, consolidation process, evaluation processes, public forum transcript and executive summary, and proposed memorandum of agreement.

Dr. McCall introduced the college teams that presented Stage III proposals to the Board—Madisonville Community College / Madisonville Technical College; Jefferson Community College / Jefferson Technical College; Hopkinsville Community College / Regional Technology Center.

Memorandum of Agreement – Madisonville CC & Madisonville TC

RECOMMENDATION: That the Board approve the memorandum of agreement for the consolidation of functions, services, and programs at Madisonville Community College (MCC) and Madisonville Technical College (MTC)

Sandra Higgins-Stinson, Chair of the Madisonville Community College Board of Directors, expressed support for the consolidation of functions, services, and programs at Madisonville Community College and Madisonville Technical College. She requested that the Board take action on the culmination of a year-long effort that was endorsed with a great deal of community support and enthusiasm. She introduced Judith Rhoads, President of Madisonville Community College and Acting Chief Executive Officer of Madisonville Technical College, Debbie Cox, Acting Dean of Student Affairs at Madisonville Community College, and Harold Morris, Director of Madisonville Technical College.

Dr. Rhoads presented the colleges' proposal to the Board, and a summary of the memorandum of agreement follows:

- The goals of the MCC/MTC consolidation efforts are
  - to enhance the efficiency, effectiveness, and responsiveness of both colleges in order to better serve students and citizens;
  - to enhance creativity in the development and delivery of programs and services; and
  - to enhance the ability of both colleges to provide a seamless web of postsecondary educational programming consistent with the expectation of the *Kentucky Postsecondary Education Improvement Act of 1997.*
- The colleges will maintain their separate names.
- The colleges agree to review and evaluate the memorandum of agreement on an annual renewal basis.
- The colleges will inform their respective accrediting agencies about the memorandum of agreement.
- Madisonville Technical College representation will be added to the Madisonville College Foundation.
- Academic Affairs
  - The Respiratory Care, Clinical Laboratory Technology, and Occupational Therapy Assistant programs will be offered as cooperative programs.
  - The Radiography, Practical Nursing, Medical Office Technology, and Biomedical Equipment Technology programs will be offered as collaborative programs.
  - The following courses will be treated as equivalent: ACC 201 Financial Accounting I and ACCS 100 Accounting; OS 118 Intermediate Word Processing and BETS 160 Keyboarding; and OS 140 Advanced Word Processing and BETS 260 Word Processing.
  - Both colleges will use the following common forms: evaluation of instruction, program exit survey, currently enrolled student survey, and syllabi checklist.
  - Joint marketing will be used.
  - All students will have open access to all student services programs, e.g., student tutoring, academic counseling, and financial aid counseling.
  - Faculty
    - Uniform search and hiring procedures will be used;
    - All faculty will be aligned in six academic divisions under the dean of academic affairs, with a division chair for each.
    - Bi-monthly joint faculty meetings will be held.
    - College-wide and ad hoc committees will have representation from both colleges.
  - Library--Bibliographic instruction and cataloging will be shared.

- Business Affairs
    - Business Office—All business affairs functions will be in the Gray Building of MCC under a single Dean of Business Affairs.
        - Separate budgets will be maintained for each college for fiscal year 2001, with the intent to combine budgets at the earliest possible date.
        - Separate tuition and fee schedules as set by the Board of Regents will be maintained, while planning for a common tuition/fee structure.
        - Similar business office duties will be consolidated and staff cross-trained.
    - Human Resources and Payroll—Payroll and human resource functions for both colleges will be combined.
    - Computing Services—Staff from both colleges will be aligned into one unit under the Dean of Business Affairs.
    - Printing and Duplication—One printing/copy center will be established under the Dean of Business Affairs.
    - Maintenance and Operations—All staff will be aligned into one unit under the Dean of Business Affairs.
    - Bookstore—All functions will be under the MCC Bookstore manager.
- Student Affairs
    - Admissions
        - Academic assessment functions will be coordinated under the Dean of Student Affairs.
        - Workplace skills testing will be assigned to Assessment Center on MTC Technology Campus.
        - Central location for career counseling will be on MCC main campus.
    - Counseling—Counselors will be provided at MCC Main Campus, MTC Health Campus, and MTC Technology Campus.
    - Job Placement Services—MCC Placement Office will serve as central location for these services.
    - Disability Resources--Coordinator of Disability Resources will provide services at each campus.
    - Admissions/Records—Admission/records will be centralized under the Dean of Student Affairs.
        - All forms and course schedule will be aligned.
        - All research and statistical reporting will be the responsibility of the MCC Institutional Research Coordinator.
    - Financial Aid--All financial aid will be coordinated under the Financial Aid Counselor.

- Public relations/marketing will be shared.
- Business and Industry/Continuing Education
  - The position of MCC Director of Business and Industry will be combined with the MTC Director of Training and Development, and the position of Director of Community and Economic Development (CED) created.
  - The MCC Business and Industry budget and the MTC Training and Development budget will be combined into one CED budget.
  - A coordinated annual plan will involve both MCC and MTC staff.
- Resource Development - Resource development functions for both colleges will be coordinated within the Office of the MCC Director of Resource Development.
- Planning, Effectiveness and Institutional Research
  - Planning and effectiveness for both colleges will be coordinated within the Office of the MCC Director of Planning and Effectiveness.
  - Institutional research functions will be coordinated for both colleges within the Office of the MCC Coordinator of Institutional Research.
- Evaluation of Functions, Services, and Programs - Both colleges will use an identical Institutional Effectiveness Process to engage in a systematic review and evaluation of the effectiveness of the consolidated functions, services and programs. The process will include employee performance reviews, comprehensive unit annual plans, and systematic annual budget requests.

Chair Johnson commended Dr. Rhoads and Ms. Higgins-Stinson for an outstanding job of getting both colleges' faculty and staff involved in the development of the memorandum of agreement.

MOTION: Mr. Underwood moved that the Board adopt a *Resolution* approving the memorandum of agreement for the consolidation of functions, services, and programs at Madisonville Community College and Madisonville Technical College. Dr. Wise seconded the motion.

During the discussion, Mr. Bean pointed out that what the Board is approving is the consolidation of specific functions, services, and programs. The funds included in the 2000-2001 budget for MCC and MTC are available, but funding needs included in the consolidation presentation represent requests that will be sent to the Finance Committee in the future. Chair Johnson agreed with Mr. Bean's interpretation.

VOTE: The motion passed unanimously.

Memorandum of Agreement – Jefferson CC & Jefferson TC

RECOMMENDATION: That the Board approve the memorandum of agreement for the consolidation of functions, services, and programs at Jefferson Community College (JCC) and Jefferson Technical College (JTC).

Richard Green, President of Jefferson Community College, introduced Marvin Copes, Director of Jefferson Technical College, and Jody McAdam, Director of Institutional Research, Planning, and Effectiveness.

Dr. Green said that a group from the two colleges that included Regent Read visited Kirkwood Community College in Iowa to look at a comprehensive community college in order to start the consolidation process. This was before House Bill 1. The two colleges have over a decade of institutional cooperative efforts and effective educational partnerships.

Dr. Green and Dr. Copes presented the proposal to the Board, and a summary of the memorandum of agreement follows:

Each of the colleges will maintain separate budgets, but the colleges have agreed to share resources in the area of instruction. Currently, the salaries of several JCC faculty members are funded through JTC funds. The colleges have agreed to pool some funds in order to hire general education faculty for the benefit of both colleges. Also, faculty from both colleges may have the opportunity to teach classes for both colleges.

JTC students who enrolled prior to July 1, 2000, will receive a scholarship in the amount of the difference between the KCTCS technical college tuition rate and the KCTCS community college rate. The scholarship will remain in effect unless the student withdraws from college or "stops out" for a semester.

A multi-faceted evaluation process will be used to solicit feedback from employees of both colleges, from students, from the colleges' boards, and the constituents of both colleges. The agreement will be reviewed annually.

- Business Affairs Function—Under the direction of the Dean of Business Affairs, the following joint services will be provided:
  - Business services such as purchasing, accounts receivable, auxiliary services, print shop.

- Facilities management, including maintenance and operations, security, safety, janitorial, fleet management, renovation, construction, and asset management.
- Fiscal planning and management, including budget preparation and maintenance, financial reporting, internal controls and audits.
- Computer services, including local area networks, desktops, mainframes, technician support, and telephones.
- Human Resources Function—The following functions and services will be consolidated under the Director of Human Resources:
  - Recruitment
  - Orientation of new employees
  - Benefits
  - Probation
  - Family Medical Leave and Long-Term Disability
  - Retirements
  - Performance Evaluation
- Payroll Function – JCC human resources will process.
- Institutional Advancement Function—The following joint efforts will be under the direction and supervision of the Director of Institutional Advancement:
  - Alumni services
  - Development activities
  - Foundation operations
- Information Technology Function—A join transition team completed a brief report on the development of an agreement regarding information technology. Both colleges will expand in-house training for faculty on the use of distance-learning technologies and the needs of both colleges will be addressed through the Technology Plan.
- Services—The following services will be consolidated:
  - Counseling
  - Disability Resource Center
  - Career planning and placement
  - Academic advising
  - Assessment
  - Recruitment
  - Financial aid
  - Veterans affairs
  - Admission records
  - Student activities
  - Student Support Services Program (SSSP Grant)
  - Health services
  - Multicultural affairs

- Orientation
- Student publications, e.g., schedules of classes, program brochures, and recruitment materials
- Library Services—JCC library privileges will be provided to all JTC students and employees.
- Programs—joint and/or collaborative programs include the following:
  - Automotive Technology
  - Business Technology
  - Electronics Technology/Electrical Engineering
- Workforce Development
  - Center for Community and Economic Development—all services provided in the areas of business/industry, continuing education, and general public enrichment will be consolidated.
- Institutional Effectiveness Plans—Each college has an institutional effectiveness plan, which uses a different structure. However, as the consolidation process continues, institutional effectiveness transition teams will be appointed to develop a framework for a new effectiveness plan that will serve both colleges. The plan for the two colleges will be evaluated annually. Each year, all functional areas within the colleges will prepare a goal statement, intended outcomes, means of assessment, and criteria for success. The results of the assessment will be used for continuous improvement. These plans will be incorporated into the *Strategic Plan* to form the foundation for the annual budgeting process.
- Strategic Plan—The two colleges will begin a new strategic planning initiative in fall 2000.

MOTION: Ms. Read moved that the Board adopt a *Resolution* approving the memorandum of agreement for the consolidation of functions, services, and programs at Jefferson Community College and Jefferson Technical College. Dr. Hanel seconded the motion.

Committee discussion focused on the ten-month appointment arrangement for faculty, year-around programs, and the colleges' names.

VOTE: The motion passed unanimously.

RECESS   The Board took a recess at 11:25 a.m. and reconvened at 11:40 a.m.

Transfer of Functions, Services and Programs at   RECOMMENDATION: That the Board approve the transfer of functions, services, and programs (including personnel and budget) at the Regional Technology Center (RTC) from Madisonville

Community College to Hopkinsville Community College (HCC), effective July 1, 2000.

Dr. McCall explained that this consolidation proposal is different in that Hopkinsville Community College is proposing a transfer of the Regional Technical Center that is under the direction of Madisonville Technical College.

Carl Barnett, Interim President of HCC, introduced David Burgos, Interim Director of the Regional Technology Center; Randy Wilson, a HCC faculty member; Art Pendleton, RTC machine tool faculty member and a HCC Faculty Senate member; Beverly Atwood, HCC Deans of Business Affairs; John Wheeler, HCC Dean of Student Affairs; and Jason Warren, HCC Institutional Advancement Officer.

Mr. Barnett presented the college's proposal to the Board, and a summary of the proposed memorandum of agreement follows:

The proposal to transfer RTC functions, services, and programs (including personnel and budget) from MCC to HCC is for the purpose of reducing duplication, providing a more effective educational program, increasing student learning opportunities, maximizing synergy in all areas, and increasing regional economic development opportunities. Under the proposed transfer, HCC would become one of the first comprehensive community technical colleges in KCTCS under a single fee structure. Financial aid for the RTC programs is nearing approval by the U.S. Department of Education.

Functions, services, and programs transferred to HCC will be evaluated through the college's institutional effectiveness process tied to strategic planning and budgeting. The review includes an annual process, biennial process, five-year process, ten-year process, and a planning/budgeting process.

- Programs —The following certificate and diploma programs will transfer in their entirety:
  - Agricultural Technician
  - Mechanical Drafter
  - Computer Assisted Drafter
  - Drafter Assistant
  - Electronics Technician
  - Industrial Electronics Technician
  - Robotics Technician
  - Industrial Electrician
  - Computer Electronics Mechanic
  - Electronics Communications Technician

- Electrician Apprentice
- Electronics Technician Apprentice
- Industrial Automation Specialist
- Industrial Automation Technician
- Fluid Power Technician
- Manufacturing Fluid Power Technician
- Industrial Maintenance Technician
- Industrial Maintenance Electrical Helper
- Industrial Maintenance Helper
- CNC Machinist Apprentice
- Machine Operator II
- Manufacturing Robotics Technician
- Manufacturing Systems Technician
- Quality Assurance Technician
- Quality Assurance Group Leader
- Quality Assurance Monitor
- Final Inspector
- <u>Regional Technology Center Director</u>—The Director will report directly to the President of Hopkinsville Community College and will oversee all non-credit business and industry/workforce development customized training.
  - HCC's Business and Industry Liaison will report to the RTC Director.
- <u>RTC Operating Budget</u>—The budget will be transferred from MTC to HCC.
  - The budget includes state appropriations in the amount of $1,056,400 and tuition and fees in the amount of $71,000, for a total of $1,127,400. HCC anticipates that the revenue generated from tuition and fees will increase next year.
  - Funds will be used for instruction, public service, academic support, libraries, student services, institutional support, and operation and maintenance.
  - Once the budget has been transferred, HCC will categorize Center operational funds as a separate unit of HCC so the Center will not lose its identity.
- <u>Personnel</u>
  - Twelve regular RTC employees will become employees of HCC.
  - All employees transferring from MTC to HCC are new KCTCS employees except one 151B faculty member, who will retain his 151 B employee benefits.

MOTION: Mr. Beasley moved that the Board adopt a *Resolution* transferring Regional Technology Center functions, services, and programs (including personnel and budget) from Madisonville

Technical College to Hopkinsville Community College. Ms. Littrell seconded the motion.

Ms. Read asked about the legality of the college having a single tuition rate. Chair Johnson replied that the Board has the authority to set tuition rates.

VOTE: The motion passed unanimously.

FINANCE COMMITTEE   Mr. Bean presented the Committee's report to the Board.

Ratification of Personnel Actions   RECOMMENDATION: That the Board ratify the personnel actions that have occurred since the Board meeting on April 28, 2000, as listed on pages 126 –149 in the agenda book.

MOTION: On behalf of the Finance, Administration, and Technology Committee, Mr. Bean moved that the Board approve the recommendation. Mr. Underwood seconded the motion.

Mr. Bean reported that the Committee was assured that equal employment opportunity and affirmative action guidelines were used for all employment actions. Also, Mr. Bean pointed out that the personnel actions on page 149 for Madisonville Community College and Madisonville Technical College are consolidation related.

VOTE: The motion passed unanimously.

Assessment Fee for JCC & JTC   RECOMMENDATION: That the Board approve a $20 assessment fee for all new students entering Jefferson Community College and Jefferson Technical College effective for the 2000-2001 academic year.

Mr. Bean explained that the Finance Committee took action on a $20 assessment fee for new students entering Jefferson Community College or Jefferson Technical College. Jefferson Community College has been charging an assessment fee for some testing services, but Jefferson Technical College has not. The revenue generated by the proposed fee would be used to support the consolidated assessment program.

MOTION: On behalf of the Finance Committee, Mr. Bean moved that the Board approve the recommendation. Ms. Fiorella seconded the motion.

Mr. Bean emphasized that the recommendation would permit the colleges to charge the $20 assessment fee only for the 2000-2001 academic year on a pilot basis and that charging the fee after that year would require Board approval.

VOTE: The motion passed unanimously.

2000-2001 Budget   RECOMMENDATION: That the Board approve the *2000-2001 Annual Budget Adoption Resolution.*

Mr. Bean reported that revenue increases would enable the System to do many additional things. The increases will come from state appropriations, tuition rate increases, projected increases in enrollment, trust funds, and the fire safety program. The operating budget will increase from $330.4 million to $374.3 million, which represents about a 13 percent increase. Of the $374.3 million, $24 million was transferred to KCTCS with the Kentucky Fire Commission. The capital budget is $88.4 million and comes from bond funds, general funds, federal funds and agency funds. The agency funds are contingent on availability.

The emphasis of the proposed budget is on human resources, instructional programs, marketing, and enrollment management. The budget priorities reflect the System's focus on the value of our employees, the quality and relevance of our programs, the System's commitment to increasing efficiency, and efforts to create a System that has the capacity to achieve its mission. The budget priorities include an average salary/wage increase of 5 percent, increased funds for employee benefits, funds for faculty promotions/rank changes/salary equity, and increased rates for part-time instruction. Funds are earmarked for marketing, recruitment, and enrollment management initiatives. A portion of the fund balances are earmarked for matching state funds available from the Facilities Trust Fund for maintenance projects and capital renewal projects. Funds are earmarked for the establishment, maintenance, and growth of contingency reserves throughout the System. Increases in fixed cost items such as health insurance and worker's compensation are included in the budget.

KCTCS will receive funds from five trust fund programs—enrollment growth and retention, workforce training program, statewide administrative and program system, equipment replacement programs, and facilities maintenance program. Resources from the trust funds will support priorities such as the Kentucky WINS initiative, state-of-the-art instructional equipment, the enhancement of the connectivity and networking of programs and administrative systems, technical

support assistance, enrollment growth and retention, and facilities maintenance projects.

Mr. Bean thanked Dr. McCall, Mr. Walker, Mr. Byford, and college and System staff for their work on the budget. He commended Dr. McCall and his leadership team on the budget development session held in late May that involved the presidents, directors, and Board members.

Mr. Bean read the following *Budget Resolution.*

Be it Resolved, that upon due consideration and upon recommendation of the President, the following operating budget authorizations, totaling $374,283,000 are approved for the Kentucky Community and Technical College System (KCTCS) for fiscal year beginning July 1, 2000, and ending June 30, 2001. Of this amount, $269,741,300 are unrestricted current funds and $104,541,700 are restricted funds from sources such as federal, state, private gifts, grants, contracts, or appropriations.

Be it Resolved, that upon due consideration and upon recommendation of the President, the capital budget authorization, totaling $66,036,000 from bond funds, general funds, and federal funds is approved and the $22,321,000 from agency funds is approved, contingent upon receipt and availability of those funds, for the KCTCS for fiscal year beginning July 1, 2000, and ending June 30, 2001.

In the event current fund revenues now estimated should not be realized, the President shall take appropriate action to reduce budget authorizations to amounts sufficient to ensure that expenditures do not exceed available revenues. The President shall report to the Board in advance any major deviations from the approved operating budget. The President may make other adjustment to the budget in the following way:

> In the event actual annual revenues exceed estimated revenues, the President may authorize an increase in the unrestricted current funds expenditure budget as follows: the first 1 percent will be used to establish additional reserves on a system level, and thereafter, in amounts not greater than 2 percent of the Board's authorized expenditure level. The Board may ratify increases and re-authorize expenditure levels within the 2 percent cap during a regular or special Board meeting. Increases greater than 2 percent of the authorized expenditure budget must have prior approval of the Board.

The purchase of any item of equipment greater than $100,000 must have prior approval of the Board of Regents and must be contained in the Biennial Legislative Appropriations Act in accordance with KRS Chapter 45. The purchase of any item of equipment with a cost greater than $50,000 shall be reported as a part of the Quarterly Financial Report.

A capital construction project with a scope greater than $400,000 must have the prior approval of the Board of Regents and be contained in the Biennial Legislative Appropriations Act in accordance with KRS Chapter 45. A report on capital construction projects with a cost greater than $100,000 shall be provided as part of the Quarterly Financial Report.

The Quarterly Financial Report shall contain sections that reflect KCTCS July 1 opening appropriations, amendments to the opening budget, expenditures to date, and remaining balance. This report shall provide the necessary detail for amending the budget as permitted by this resolution.

All units and individuals within the system incurring financial obligations of KCTCS funds resulting from this authorization, shall observe and adhere to applicable laws, regulation, and policies of the Commonwealth of Kentucky and the KCTCS Board of Regents which govern the expenditure and disbursement of funds. Heads of the various budget units shall not authorize nor incur financial obligation in excess of the budget authorization for that budgetary unit.

MOTION: On behalf of the Finance, Administration, and Technology Committee, Mr. Bean moved that the Board approve the recommendation. Mr. McCool seconded the motion.

VOTE: The motion passed unanimously.

Mapping-Over Process for July 1, 2000

Mr. Bean explained that the System is working toward one classification structure for faculty. Effective July 1, faculty from the technical colleges who hold Rank III /Instructor will have the rank of Instructor; faculty with the rank of Rank II/Senior Instructor will have the rank of Assistant Professor. Faculty with rank of Rank I/Master Instructor will have the rank of Associate Professor. Eligible technical college faculty may apply for a promotion to the rank of professor. The changes in titles are not tied to compensation, and 151B status remains in place. Mr. Bean said that the Finance Committee viewed the "mapping over" process favorably.

Dr. Hanel asked if the ranks of the technical college counselors and librarians would be "mapped over" to the new ranking structure. He pointed out that the majority of community college counselors and librarians have faculty rank. Dr. McCall said that a team would be working during the summer to propose Phase II of the "mapping over" process and that technical college counselors and librarians would be reviewed in Phase II.

Mr. Bean also said that Dr. McCall reported to the Committee that a system-wide performance appraisal process would be in effect beginning July 1, 2000. That was reviewed and accepted favorably by the Finance Committee.

In closing, Mr. Bean said it was reported to the Committee that all members of the Board and all members of the President's Cabinet have contributed to the KCTCS Foundation. He urged members to continue to support the System's Foundation and the foundations at the

individual colleges in their communities and to encourage others to do the same.

NEXT MEETING   September 16, 2000, in Bowling Green.

ADJOURNMENT   MOTION: Mr. Bean moved that the meeting adjourn. Ms. Littrell seconded the motion.

VOTE: The motion passed, and the meeting adjourned at 12:30 p.m.

  September 16, 2000
Date Approved By   _____
Board of Regents   Martha C. Johnson, Chair
                                                                       KCTCS Board of Regents

                                                                       _____
                                                                       Bobby W. McCool, Secretary
                                                                       KCTCS Board of Regents

                                                                       _____
                                                                       Michael B. McCall, Ed.D.
                                                                       KCTCS President

Meeting Guests – June 30, 2000

President's Cabinet
Dr. Michael B. McCall, President
Dr. Keith Bird
Mr. Timothy R. Burcham
Ms. Beverly Haverstock
Mr. Jon Hesseldenz
Ms. Beth Hilliard
Dr. Judith James
Dr. Anthony L. Newberry

System Office Staff
Mr. Bryan Armstrong
Ms. Mary Kleber
Dr. Joan Lucas
Dr. Carolyn O'Daniel
Ms. Patsy Stice
Mr. Bryant Stiles
Mr. Woodrow Will

College Representation

Ashland Technical College
Mr. Richard Kendall, Director

Cumberland Valley Technical College
Ms. Denise Shumate, Director

Elizabethtown Technical College
Mr. Neil Ramer, Director

Hazard Community College
Dr. G. Edward Hughes, President

Hopkinsville Community College
Mr. Carl Barnett, Interim President
Ms. Beverly Atwood, Business Dean
Dr. John Wheeler, Student Affairs Dean
Mr. David Burgos
Mr. Art Pendleton
Mr. Jason Warren
Mr. Randy Wilson

Jefferson Community College
Dr. Richard Green, President
Ms. Jody McAdam

Jefferson Technical College
Dr. Marvin Copes

Madisonville Community College
Dr. Judith Rhoads, President
Dr. Debbie Cox, Acting Academic Dean

Madisonville Technical College
Mr. Harold Morris, Director

Mayo Technical College
Mr. Billy Breeding, Academic Dean

Owensboro Community College
Dr. Jackie Addington, President
Dr. Greg Labyak, Academic Dean

Rowan Technical College
Mr. Kenneth J. Brown, Director

Southeast Community College
Dr. Bruce Ayers, President
Mr. Michael Corriston
Mr. Chris Jones
Dr. Roger Noe, Academic Dean
Ms. Darlene Wilson

Others

Mr. Sam Adams
Ms. Bridget Hall
Mr. F. N. Hazen, SECC Board of Directors
Ms. Sandra Higgins-Stinson, MCC Board
 of Directors
Mr. Charles Shirley
Mr. Eugene Stagnolia
Mr. Reecie Stagnolia, SECC Board of Directors
Ms. Gina Vessels